

CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 8/28/15 de

ANNOUNCEMENT NO. 138

MECHNICAL HANDYMAN

(OPEN)

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of an Open examination for the above mentioned classification.

SALARY

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is **\$17.57 - \$19.57** per Hour.

FILING OF APPLICATION

Application must be made on the regular application form available online or at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. **No other form will be accepted. APPLICATIONS WILL BE AVAILABLE FOR PICK UP IN THE CIVIL SERVICE OFFICE TO APPLY TO TAKE THE CIVIL SERVICE EXAMINATION – APPLICATIONS WILL BE AVAILABLE FROM 8:30 A.M. ON FRIDAY, SEPTEMBER 11, 2015 UNTIL 4:30 P.M. ON THURSDAY, SEPTEMBER 17, 2015.**

NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, SEPTEMBER 17, 2015

THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.

EXAMINATION INFORMATION

TYPE: WRITTEN EXAMINATION: Candidates will be notified via U.S. Mail regarding the time, date, and place of the written exam.

DUTIES OF THE POSITION

Under supervision, performs miscellaneous skilled and semiskilled shop, maintenance, or construction work requiring considerable mechanical ability. Performs related duties as required. TYPICAL TASKS: Makes miscellaneous repairs to buildings and to building appurtenances and equipment such as doors, locks, door hinges, doorchecks, and windows, as well as to miscellaneous equipment such as chairs, tables, beds, carts, wheelchairs, gas stoves, gas plates, surgical instruments, sterilizers, machine cutters, physiotherapy equipment, elevators, electric ranges, sewing machines, and miscellaneous motors. Replaces fuses and light bulbs. Repairs and replaces window shades. Makes emergency repairs to building or plant equipment. Assists in the miscellaneous maintenance and emergency repair of plumbing and heating systems, mechanical equipment, miscellaneous portable units, and building signal system. Uses tools and operates mechanical equipment such as drills, presses, latches, shapers, and milling machines in making repairs. Sets up and dismantles apparatus for special events such as exhibits, conventions, and shows. Makes inspections of mechanical condition of miscellaneous equipment. Checks and orders supplies. Occasionally drives automobile, truck, or tractor. Runs errands. Follows up with customer as necessary to meet the required service level. Performs other job-related duties as required. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam.) Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:

A High School Diploma or GED is required. One year of experience in facilities and/or equipment systems maintenance is required. A valid State of Ohio Driver's License is required.

NOTE: Minimum qualifications must be met as of the last day of the filing period unless otherwise stated.

NOTE: Applicants will be required to pay a \$10.00 (TEN DOLLARS) filing fee. Applicants who are currently employed in this position with the City of Cleveland are exempt. However, that when an applicant is disqualified from taking an examination on the basis of age, education or failure to meet other minimum entrance requirements, the fee paid by such applicant shall be refunded to such applicant upon the applicant's request in writing made within ten (10) days after the date of examination. Any applicant who can provide proof of unemployment, public assistance, or indigence is exempt from the filing fee. Any applicant who can provide proof of unemployment, public assistance, or indigence is exempt from the filing fee. A copy of such proof must be included with the application.

NOTE: Applications must be returned in person. All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing. Applications may not be accepted if copies are not submitted with application at time of filing.

NOTE: Any applicant who resigns or is dismissed from employment with the City of Cleveland will have his/her name removed from the eligible list.

NOTE: Those persons who are residents of the City of Cleveland for at least one year at the date of filing and who received passing scores shall have ten (10) additional points added to their grades. A list of acceptable forms of proof of residency applicants need to present at the time of filing is included with the application.

AN EQUAL OPPORTUNITY EMPLOYER

APPLICATION CHECKLIST: READ CAREFULLY
MUST MEET MINIMUM QUALIFICATIONS OF POSITION

APPLICATIONS MUST BE RETURNED IN PERSON BY THE APPLICANT!!!

BEFORE SUBMITTING YOUR COMPLETED APPLICATION, PLEASE REVIEW THE FOLLOWING CHECKLIST

DURING THE LIFE OF THE ELIGIBILITY LIST, YOU MUST NOTIFY CIVIL SERVICE OF ANY CHANGES OF ADDRESS. FAILURE TO DO SO WILL RESULT IN YOUR REMOVAL FROM THE LIST	DONE
COMPLETED APPLICATION FORM (DO NOT STATE 'SEE ATTACHED RESUME'). IT IS YOUR RESPONSIBILITY TO PROVIDE COPIES OF ENCLOSURES AND ATTACHMENTS	
SIGN AND DATE THE COMPLETED APPLICATION (It does <u>NOT</u> have to be notarized).	
COPY OF HIGH SCHOOL DIPLOMA OR GED CERTIFICATE (If you have a Bachelor's Degree no copy of H.S. Diploma/GED is necessary, but you must submit copy of that Degree).	
A High School Diploma or GED is required.	
One year of experience in facilities and/or equipment systems maintenance is required.	
<u>CURRENT RESUME OR OTHER INFORMATION INDICATING THE REQUIRED EXPERIENCE:</u>	
A High School Diploma or GED is required.	
THE THREE (3) CARDS IN THE APPLICATION <u>MUST BE COMPLETED</u> (This includes the job classification on the top line of each card as well as your name and address. <u>Leave ID number blank;</u> we will assign this to you.)	
A valid State of Ohio Driver's License is required.	
Any other information or materials that demonstrate your qualifications and experience for this position. IT IS ESSENTIAL THAT YOU DESCRIBE YOUR EDUCATION AND EXPERIENCE AS COMPLETELY AS POSSIBLE. AMBIGUITY OR VAGUENESS WILL NOT BE DECIDED IN AN APPLICANT'S FAVOR. YOUR APPLICATION PACKET SHOULD CLEARLY DEMONSTRATE THAT YOU MEET OR EXCEED EACH OF THE MINIMUM QUALIFICATIONS. A cover letter is welcomed but not required.	

THE ABOVE INFORMATION MUST BE INCLUDED IN YOUR APPLICATION PACKAGE **AT THE TIME OF FILING.** IF THE ABOVE-MENTIONED ITEMS ARE NOT INCLUDED, YOUR APPLICATION MAY NOT BE ACCEPTED.

ANYONE WHO WISHES TO REQUEST AN ACCOMODATION MUST DO SO AT THE TIME OF FILING. THE COMMISSION WILL CONTACT THE INDIVIDUAL CONCERNING SUCH ACCOMODATION PRIOR TO THE EXAMINATION. THE COMMISSION MAY REFUSE TO PROVIDE SUCH ACCOMODATION IF IT IS NOT REASONABLE OR WOULD CONSTITUTE AN UNDUE HARDSHIP. THE COMMISSION WILL REQUIRE CURRENT (WITHIN ONE YEAR) DOCUMENTATION SUPPORTING THE NEED FOR THE REQUESTED ACCOMODATION. SUCH DOCUMENTATION SHOULD BE SUBMITTED AT THE TIME OF FILING.